

**Tigard-Tualatin School District 23J
Resolution 1819-01**

**Designation of District Officers, Clerks, Agents,
and Depositories of Funds**

District Clerks

- Whereas,** Dr. Susan Rieke-Smith, Superintendent of Tigard-Tualatin School District 23J, is designated by law as Clerk of said District;
- Whereas,** it is advisable for an additional staff member to be designated as Deputy Clerk;
- Be It Resolved,** that David C. Moore, Chief Financial Officer is appointed as Deputy Clerk for the 2018-2019 fiscal year;

Budget Officer

- Be It Resolved,** that David C. Moore is hereby designated to serve as Budget Officer of the Tigard-Tualatin School District 23J for the 2018-2019 fiscal year.

Grant Officer

- Whereas,** grant funding may become available through Federal, State or other sources; and
- Whereas,** certain available grant funds may be deemed beneficial toward improvement of the District's educational system;
- Be It Resolved,** that the Superintendent or designee be named as the Local Agency Representative and shall hereby be authorized to execute and file applications for and on behalf of the District and otherwise act as the District's representative in all activities related to grants for the fiscal year 2018-2019.

Individuals Authorized to Negotiate and Execute Real Property Transactions

- Be It Resolved,** that Board Member Maureen Wolf or Superintendent Dr. Susan Rieke-Smith are hereby authorized to negotiate and execute real property transactions on behalf of the Tigard-Tualatin School District 23J for the 2018-2019 fiscal year, after obtaining official Board approval within legal regulations and District guidelines.

Recording Secretary

- Be It Resolved,** that the Superintendent's Executive Assistant, Patricia Roberts, serve as the Board's Recording Secretary for the fiscal year 2018-2019.

Financial Oversight Committee

- Be It Resolved,** that Marcia Chapman shall serve as Chairperson of the District's Financial Oversight Committee for the fiscal year 2018-2019.

Legal Counsel

Be It Resolved, that for the purpose of all legal notifications made to the Tigard-Tualatin School District 23J, attorney Jeff Condit, of the firm Miller Nash, is designated as the attorney of record for the District.

Be It Further Resolved, that the executive staff of the Tigard-Tualatin School District 23J is authorized to use the firms of: Miller Nash, Hawkins Delafield & Wood LLP, the Hungerford Law firm and other firms, based on their special expertise in the area of law for the fiscal year 2018-2019.

Auditor

Be It Resolved, that Pauly & Rogers P.C., Certified Public Accountants, are hereby designated to serve as Auditors for the Tigard-Tualatin School District 23J for the fiscal year 2018-2019.

Data Processing Service

Be It Resolved, that Tigard-Tualatin School District 23J is authorized to utilize “Synergy” as the student services software system, and “Infinite Visions” as the financial/human resources data processing service for the 2018-2019 fiscal year.

Agent of Record, Property Insurance

Be It Resolved, that Brown and Brown Northwest Insurance Agency is hereby designated to serve as Agent of Record for the Tigard Tualatin School District 23J for property and casualty insurance, worker’s compensation insurance, and fidelity coverage insurance for fiscal year 2018-2019.

Newspapers and Websites for Legal Notice

Be It Resolved, that the Oregonian, Daily Journal of Commerce, or Community Newspapers be designated as the newspapers in which legal notices will be published. The Oregon Procurement Information Network (ORPIN) is designated as a website where legal notices may be published.

Investment Depositories

Whereas, Tigard-Tualatin School District 23J has statutory authority for investment of funds,

Be It Resolved, that the following depositories are hereby approved as official depositories of Tigard-Tualatin School District 23J funds for the 2018-2019 fiscal year:

Key Bank
Oregon State Local Government Investment Pool
Bank of America
The Bank of New York
Columbia Community Bank
Umpqua Bank
U.S. Bank
Wells Fargo Bank

OnPoint Community Credit Union

Be It Further Resolved, that the investment instruments listed below are permitted for 2018-2019:

US Treasury Obligations
US Agency Primary Securities FHBL, FNMA, FHLMC, FFCB
US Agency Secondary Securities FICO, FARMER MAC etc.
Certificates of Deposit/Bank Time Deposits/Savings
Commercial Paper
Banker's Acceptance

Be It Further Resolved, that the Clerk of the District or the Deputy Clerk, as Custodian of Funds, are authorized to establish accounts and to issue checks against such accounts bearing the original signature of the Clerk or the Deputy Clerk, or the facsimile signature of the Clerk or a designated Board Member in the absence of the Clerk.

That the Deputy Clerk is authorized to establish Associated Student Body checking accounts and that the school principal, associate school principals, school bookkeeper, and school secretaries are authorized to issue checks on such accounts bearing two authorized original signatures.

That the Deputy Clerk is authorized to establish a checking account for the Scrip Service Center and that the Deputy Clerk, Controller, Scrip/Volunteer Coordinator, and Scrip Secretary are authorized to issue checks on such accounts bearing two authorized original signatures.

Investment Adviser

Be it Resolved, that Government Portfolio Advisors, registered investment advisor, is hereby designated to serve as Investment Adviser for the Tigard-Tualatin School District 23J for the fiscal year 2018-2019.

Authorization to Borrow Money

Be It Resolved, that the Clerk of the District or the Deputy Clerk be authorized to borrow up to \$5,000,000 for short term cash flow purposes after obtaining official Board approval within legal regulations and District guidelines.

Signing of Agreements

Be It Resolved, that the Clerk of the District or the Deputy Clerk is authorized to execute contracts, conveyances, or other similar transactional documents, including student-teacher training agreements, up to the amount of \$100,000, and may execute intergovernmental agreements pursuant to ORS Chapter 190 in any amount, on behalf of the District as deemed necessary.

Employee Expense Reimbursements

Be It Resolved, meal reimbursements as documented by itemized receipts are subject to the following limitations beginning September 1, 2018:

- Breakfast \$ 13
- Lunch \$ 15
- Dinner \$ 26

For the purposes of advances, a meal per diem of not greater than \$54.00 per day will be granted.

Be It Further Resolved,

mileage will be reimbursed at IRS Standard Mileage Rates per <http://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates>


Be It Further Resolved,


lodging will be reimbursed at reasonable commercial rates based on the U.S. General Services Administration "Per Diem Rates" located at <http://www.gsa.gov/portal/content/104877>

Disposal of Surplus Property

Be It Resolved, that the Clerk of the District or the Deputy Clerk hereby be authorized to dispose of surplus property in accordance with Board Policy to the limit of \$25,000.

Duly passed this 2nd day of July 2018 at the Annual Organizational Meeting of the Board of Directors of Tigard-Tualatin School District 23J.



 Board Chairperson


 Dr. Susan Rieke-Smith, Clerk of the Board

Board Member:

	Aye	Nay
Terri Burnette	✓	_____
Karen Emerson	✓	_____
Sharon Fox	✓	_____
Maureen Wolf	✓	_____
Jill Zurschmeide	✓	_____